

## 2-Way Memo

Subject: EEO Training Evaluation

From : ADC/OTE

### INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

10/4/85

ROUTING SYMBOL

C/MTB/MATD

FOLD

MESSAGE

FOLD

John-- I have had several discussions with D/OEE0 and DD/OEE0 to negotiate the format and procedures for the EEO curriculum evaluation. I think we are close on these.

DD/OEE0 says that mid-January is the earliest he believes OEE0 can be ready for the panel review, due to OEE0 people out on recruiting trips, etc.

I think they can meet the timing for a mid-January panel review, followed by a presentation to the Curriculum Committee in February.

REPLY

To :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

2. RETURNED TO ORIGINATOR

5027-107

OPTIONAL FORM 27 (Rev. 7-81)  
GSA FPMR (41 CFR) 101-11.6  
NSN 7540-00-082-2447